

**HORIZONS  
FOR YOUTH**

LEAVE THE STREETS BEHIND



# Third-Party Event Toolkit



Horizons for Youth Info | Youth Homelessness Facts |  
Event Checklist & Guidelines | Proposal & Agreement  
Forms



Horizons for Youth is an emergency shelter for at-risk and homeless youth between the ages of 16-24 in Toronto. We provide emergency accommodations and support programs for up to 45 youth each day.

**MISSION** To shelter, prepare, and guide homeless and at-risk youth to be contributing community members.

**VISION** A sharing, growing community where everyone has a home.

**86%**

of residents reported improved mental health as a result of the Mental Health & Addictions Support Program

**600+**

meetings with former residents were conducted by the Community Support Worker in 2016

**1100+**

youth resided at Horizons for Youth in 2016

## Our Programs

### CASE MANAGEMENT

Case managers work one-on-one with each resident to conduct appropriate assessment and referrals. Together, the pair identifies goals and creates a plan of action to work towards them.

### DAY PROGRAM

Horizons' Day Program runs Monday to Friday from 9am-4pm and incorporates a combination of workshops, interactive lessons, and field trips designed to give young people the tools they need to thrive. Day Program activities include art and wellness therapy, trips to fitness centres, healthy cooking, housing and employment workshops, and more.

### HOUSING PROGRAM

In addition to providing emergency accommodations (including a warm and safe bed, three meals and two snacks per day, clothing, and personal hygiene products), Horizons also has a full-time housing worker to assist residents in finding housing and financial assistance as they take their next steps.

### MENTAL HEALTH AND ADDICTIONS SUPPORT

This program provides clients with a broad range of services, ranging from individual counselling to crisis management to therapeutic group facilitation and assessment services. Our counsellor employs a non-judgemental, harm reduction philosophy, which empowers clients to identify their priorities and works with their existing strengths.

### COMMUNITY SUPPORT AND AFTERCARE

Once housing is secured, former clients can join the Community Support program, which aims to help them successfully re-integrate into their respective communities. Our Community Support Worker will visit youth in their new homes and provide transportation, food packages, and other needed items like dishes and small kitchen appliances. Horizons for Youth continues to provide former clients with ongoing access to our in-shelter services in hopes of equipping youth with the skills to live independently.

"The staff cater to each and everyone's different needs, they listen, reach out, sit down and actually listen to your problems... Horizons gives hope and a chance to those who are down on their luck."

- Former Resident, age 21

## About Youth Homelessness

### CAUSES

The causes of youth homelessness can include, but are certainly not limited to:

- Family conflict
- Mental health/addiction issues (their own, or their caregiver's)
- Physical, emotional or sexual abuse
- Lack of affordable housing
- Lack of employment opportunities
- Being a member of a marginalized group
- Aging out of Child Protective Services

### EXPERIENCE OF HOMELESSNESS

It is important to remember that each individual's path to homelessness is complex and unique to them. A 2016 survey conducted by the Canadian Observatory on Homelessness\* found seven main ways in which homeless youth suffer:

1. Ongoing housing instability
2. High levels of chronicity (being homeless for over a year or episodically)
3. Nutritional vulnerability
4. Declining mental health
5. Low school participation
6. Unemployment
7. Criminal victimization

### DIFFERENCES BETWEEN ADULT & YOUTH HOMELESSNESS

Youth homelessness must be distinguished from adult homelessness for a variety of reasons. First, because of their age, youth have little to no experience running their own household or dealing with the complexities of independent life. Moreover, people under the age of 25 are continually undergoing significant developmental changes (including physical, cognitive, emotional, and social). Their experiences at this age impact future decision-making, relationships, inclusion, and education/employment opportunities.

## Why Host a Third-Party Fundraiser for Horizons for Youth?

For many years, Horizons for Youth has been honoured to receive support from our valued community members, which has made a tremendous difference in the lives of the homeless and at-risk youth we serve. Of the donations Horizons receives, over 85% goes directly to funding programs for our youth, a percentage we are proud of.

If a particular program resonates with you (for example, Day Program, Mental Health and Addictions Support, Nutrition Workshops, Weekly Yoga Classes, etc.), you can choose to designate the funds you raise to that program, or allow us to apply the funds where they are needed.

We rely on the generous support of our donors to fund the programs that help homeless and at-risk youth realize their full potentials. By committing to raise funds for Horizons, you can assist underprivileged youth in your community and help us change our resident's lives for the better.

## How We Can Help!

We can...

- Offer advice and expertise on event planning
- Provide you with high resolution graphics of our logo and communications materials (must obtain approval prior to using)
- Issue charitable tax receipts where applicable in accordance with CRA guidelines
- Provide you with a letter validating and supporting your event
- Advertise your event on our website, in our newsletter, and on our Social Media Platforms
- Whenever possible and requested, Horizons for Youth will provide a representative to attend your event

\*Stephen Gaetz, Bill O'Grady, Sean Kidd & Kaitlin Schwan. (2016). *Without a Home: The National Youth Homelessness Survey*. Toronto: Canadian Observatory on Homelessness Press.



## EVENT CHECKLIST

### 1. Choose your event idea!

Here is a list of 20 types of events that you might consider to help you get the ball rolling. But don't let this list limit your creativity! We are open to all types of fundraising events, and we encourage you to think of your own event, be it a dinner party, pet wash, or anything in between!

- |                                                                                                                                     |                               |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. Coffee House                                                                                                                     | 10. Pledged Events            |
| 2. Dress Down Day: Pay \$5 to 'dress down' to work                                                                                  | 11. Sports Tournament         |
| 3. Auction or Silent Auction                                                                                                        | 12. 50/50 Raffle              |
| 4. Concert/Play                                                                                                                     | 13. Bingo                     |
| 5. Donations in Lieu of Gifts.<br><a href="http://echoage.com/">http://echoage.com/</a> is an easy way to collect charitable gifts! | 14. Fashion Show              |
| 6. Craft Sale                                                                                                                       | 15. Work Department Challenge |
| 7. Yard Sale                                                                                                                        | 16. Car Wash                  |
| 8. Bake Sale                                                                                                                        | 17. Pet Wash                  |
| 9. Book Sale                                                                                                                        | 18. Board Game Tournament     |
|                                                                                                                                     | 19. BBQ                       |
|                                                                                                                                     | 20. Wine Tasting              |

### 2. Pick a date and time.

### 3. Create your event's budget.

What are some possible sources of revenue? What do you expect to have donated? What will the expenses be? What portion of the proceeds will go to Horizons?

### 4. Read, complete, sign, and submit Horizons for Youth's Third Party Proposal and Agreement form (pages 5-7).

Please note that Horizons for Youth requires the forms to be submitted no later than 30 days in advance of the anticipated event date. Once approved, we will provide you with a Letter of Agreement.

### 5. If necessary, obtain the appropriate licenses & permits.

You're welcome to contact Horizons with any questions regarding licensing etc., and we will do our best to help!

### 6. Create a work plan and deadlines for tasks.

What can you do in advance? What needs to get done first? Don't forget to promote your event via word of mouth, social media, or email!

### 7. Host your event and have fun!

Make sure to show plenty of gratitude to donors so they feel appreciated for contributing to a great cause. Provide us with the previously agreed-upon funds within 30 days of the event date and stay in touch!



## Horizons for Youth Third Party Proposal and Agreement

Thank you for thinking about hosting a fundraising event for Horizons for Youth. Third party events are special fundraising events which are planned, implemented and financed by individuals or organizations outside of Horizons for Youth (HfY). All financial and human resources to support the event come from outside HfY. We deeply appreciate the commitment and investment of time and financial resources required to execute a successful event.

We require event organizers to register their event with Horizons for Youth through an agreement and proposal process to ensure that we provide the appropriate support. Through this process, Horizons for Youth can assess whether we are able to participate in the particular initiative and ensures that HfY and the event organizers have a clear understanding of expectation in the execution and follow up of the event. The Horizons for Youth proposal and agreement are attached.

Guidelines are necessary to ensure your event is a success, abiding laws and regulations and, uphold HfY's mission. They are in place to protect you and your group as well as Horizons for Youth.

The Horizons for Youth Third Party Proposal & Agreement form must be submitted to HfY no later than 30 days in advance of the anticipated date of the event. This will allow adequate review of the proposal and give HfY an opportunity to provide advice/input if needed. The HfY Third Party Event Agreement must be signed and submitted to HfY. Applicant can elect to use the third party fundraising event application provided, or submit their own proposal in writing, provided it has all the required information. Once approved, HfY will provide you with a Letter of Agreement.

The preferred method of payment is by cheque or money order payable to Horizons for Youth. If net proceeds or a portion of the proceeds of your event are being donated to Horizons for Youth, we ask that you agree to the following guidelines. Please read and sign the following agreement (pages 5-7).

Please send the completed forms to our Development Associate, Stacey Murie, by email at [stacey@horizonsforyouth.org](mailto:stacey@horizonsforyouth.org) or by mail:

Horizons for Youth  
c/o Stacey Murie  
422 Gilbert Ave  
Toronto, ON, M6E 4X3



# Horizons for Youth Third Party Agreement

This is a third party fundraiser agreement between Horizons for Youth and

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Horizons for Youth reserves the right to cancel this agreement at any time should the

activities of \_\_\_\_\_, in the view of Horizons for Youth, undermine the mission of Horizons for Youth and will not assume any costs that may be involved in doing so.

Event organizers must receive written permission prior to using HfY's logo. HfY must approve all advertising and event communication materials.

Event sponsorship/financial support prospects must be approved by Horizons for Youth to prevent duplication of requests or inappropriate solicitation. Any questions about tax receipting guidelines will be directed to Horizons for Youth.

Net funds raised from the third party event must be submitted to Horizons for Youth no later than 30 days after the event. If only a portion of net proceeds rather than the full amount is going to support Horizons for Youth, it must be stated exactly how much, either in a percentage or a specific dollar amount on the application form. The event organizer agrees to submit a one page final report upon making the donation.

The event organizer is responsible for obtaining the appropriate licenses and or permits. Horizons for Youth will not assume legal or financial liability, damage or accidents to persons or property. Third party event organizers must take the proper precautions with regards to insurance and coverage. Horizons for Youth will not be responsible for any damages or injuries as a result of the third party event. Horizons for Youth are not responsible for financial losses. The third party event organizers agree to underwrite all costs of the special event or promotion.

The event organizers agree to ensure that all materials borrowed from HfY are returned promptly and in the same condition that they were received. The event organizers agree to accept responsibility for damage or loss of materials borrowed from HfY.

HfY requires 48 hours notice if the event is going to be cancelled.

I have read and understand the above terms and conditions.

Name of Third party Event Organizer Contact:

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Date Submitted: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Approved by (for HfY use): \_\_\_\_\_ Date Approved: \_\_\_\_\_



## Horizons for Youth Third Party Fundraiser Proposal (cont.)

Horizons for Youth must approve this proposal form prior to holding or publicizing the event.

Date: \_\_\_\_\_

Name of Organization, Business, Group, or Individual:

\_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Please provide a brief description of the event and how the event will raise funds for HfY?

How and or where do you wish to have Horizons for Youth's involvement? What support do you expect from Horizons for Youth?

Where do you hope to acquire support for your event?

If you are donating a portion of the net proceeds from your event, rather than the full amount, please specify what percentage or dollar value you will be giving?



# Horizons for Youth Third Party Fundraiser Proposal

Proposed Budget:

Possible sources of revenue:

_____	\$	_____
_____	\$	_____
_____	\$	_____
Total (A) \$		_____

Expected donated materials (Goods & Services)

_____	\$	_____
_____	\$	_____
_____	\$	_____
Total (B) \$		_____

Total Gross Revenue (A + B):\$ \_\_\_\_\_ (C)

Expected Expenses:

_____	\$	_____
_____	\$	_____
_____	\$	_____
Total (D) \$		_____

Total Net Revenue (C - D): \_\_\_\_\_

Total Donation to Horizons for Youth:

\$ \_\_\_\_\_ or Percentage of Proceeds % \_\_\_\_\_

Please provide 2 references:

Name:	Name:
Phone:	Phone:
Email:	Email:

I agree the Horizons for Youth name and logo are important symbols which should not be misrepresented. Prior to publicizing or holding the event, Horizons for Youth must approve this proposal and use of name and logo. By publicly naming Horizons for Youth as the beneficiary of my event, I agree to donate the agreed upon amount of the net proceeds within 30 days following the event. Horizons for Youth reserves the right to cancel this agreement at any time should the activities of \_\_\_\_\_ undermine Horizons for Youth's mission and or reputation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Horizons for Youth Use:

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_